



LAND SUBDIVISION COMMITTEE MEETING MINUTES
June 4, 2015

ATTENDANCE

Land Subdivision Committee Members	Staff
Gregg Humphrey, Chairman	Joe Zeibert
T.J. Heavisides	Peter Jordet
Mike Johnson	
John Harris	
Elliot McKinley	Others
Jeph Bassett	Mike Curtis
Brad Bixby	Molly Berns
Brian Wright	Steve Kuper
Lori Williams	Steve Schroll
Steve Hall	Norm Sims
Cyndi Knowles	Steve Walker
Paul O'Shea	Bob Dalton
Ken Springs	Matt Wolf
Dean Graven	Chris Cole

- **CALL TO ORDER**

Gregg Humphrey called the meeting to order at 1:30 PM.

- **MINUTES OF MEETING**

Gregg Humphrey asked if there were any changes or corrections to the May 7, 2015 Land Subdivision Committee meeting minutes. Lori Williams clarified her statement on Oak Park Estates 3rd Addition – Final Plat. She said the security they are looking for per Section 153.138 only applied to the public improvements in the plat and not Bradfordton Road. Humphrey asked if there were any other changes. He said hearing none, the meeting minutes would stand as corrected.

- **ACTION ITEMS**

See attached

- **UNFINISHED BUSINESS AND NEW BUSINESS**

There was no unfinished business. In new business, Paul O'Shea noted that this would be his last meeting on the Committee. Gregg Humphrey thanked him for his service to the Committee.

- **ADJOURNMENT**

Gregg Humphrey asked for a motion to adjourn. Lori Williams motioned to adjourn, seconded by Cyndi Knowles. The meeting adjourned at 1:46 PM.

**SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION
MINUTES OF THE SUBDIVISION COMMITTEE MEETING**

FILE NO. 2015-05

CENSUS TRACT # 36.01

NAME OF SUBDIVISION: Berns Subdivision – Location & Sketch Map

JURISDICTION: City of Springfield

DATE OF MEETING: June 4, 2015

OWNER: Kevin L. Berns and Molly S. Berns

ENGINEER: Fuhrmann Engineering

DESCRIPTION: Pt. NW ¼, NW ¼, Sec. 13, T16N, R6W – East Side of Hickory Hills Drive, North of Hazlett Lane

7.132 Acres 3 Lots

MOTION TO RECOMMEND: Approve, Subject to;

BY: Brian Wright

2ND BY: Ken Springs

VOTE: The motion passed with Gregg Humphrey voting present.

Mike Curtis, Fuhrmann Engineering, presented the Location & Sketch Map.

Joe Zeibert, Regional Planning Commission, said this is a unique case because the property owner, Molly Berns, is a colleague at the Regional Planning Commission. He said he has worked with her since 2008 and due to this; Peter Jordet will present the Planning Commission's analysis based on the facts given by the Committee.

Peter Jordet, Regional Planning Commission, stated in accordance with the City of Springfield Subdivision Ordinance the Staff of the Planning Commission is required to prepare a summary of comments and a recommendation on the suitability of the site based on the suitability criteria outlined in Ordinance Section 153.112. He said the staff recommends approval of the Berns Subdivision Location & Sketch Map as all essential services are available to serve the site and the development is in accord with the 2020 Springfield Comprehensive Plan. Jordet said the Planning Commission had additional comments for the subdivider. He said a scale shall be included on the location map, or a note the map is not to scale. He said the area owned by the subdivider shall be shown on the location map. Jordet said utilities expected to serve the area to be subdivided shall be shown. He said the tree line shall be included on the sketch map. Jordet said a phone number for the property owner shall be included on the plat. He asked the bearing directions be double checked. He said written acknowledgement of the plan to upgrade adjacent roadways must be provided. He said the number of existing and proposed dwelling units shall be shown on the plat.

Gregg Humphrey, Springfield Metro Sanitary District, said the District objects to development without all utilities in place.

Mike Johnson, CWLP Water, said the Development is in the Curran-Gardner water district and his understanding is that they have adequate water to serve the site. Bob Dalton, Vasconcelles Engineering, said the district had adequate water to serve the site.

T.J. Heavisides, Office of Public Works, said the edge of pavement for the existing road shall be shown. He said development on Lot 1 shall not impact the existing drainage way and access for the Lot should be located so it does not affect the natural drainage path. He said the line type for the tree line is shown in the legend but not on the map. Heavisides said a phone number shall be provided for the owner. He said the proposed zoning and number of dwelling units shall be shown. Heavisides said only the lots that are in the subdivision shall be identified. He said it does not appear that Lot 3 is being affected and the Lot 2 shown in "Hickory Hills" does not appear to be part either. He said the owner will need to construct sidewalks along the property line adjacent to Hickory Hills Drive if the property is annexed into the City of Springfield, and after sidewalks have been constructed to the property line.

Brian Wright, County Highway Department, said the access to Hickory Hills Drive must be approved by the Road Commissioner. He said the lots that are shown on the plat but in adjacent subdivisions are referenced in the legal description and could be shown in a lighter color, or not bolded rather than being completely removed from the plat.

Jordet asked Johnson what the required distance would be between structures to meet the fire suppression requirements. Johnson said the requirements would be 70' between buildings. Molly Berns, property owner, asked if that distance is between any structure or just residential structures. Johnson said he believed it is between residential structures but would check and confirm.

Brian Wright made a motion to approve the Location & Sketch Map, subject to:

1. Include a scale for the Location Map, or note the map is not to scale;
2. On the Location Map, outline the area owned by the Subdivider;
3. Show utilities expected to serve the area to be subdivided;
4. Include the tree line on the Sketch Map;
5. Include a phone number for the property owner;
6. Provide written acknowledgement of the plan to upgrade adjacent roadways;
7. Identify the number of existing and proposed dwelling units;
8. Show the edge of pavement on the existing road;
9. Identify the proposed zoning; and
10. Show lots not in the subdivision in a lighter color.

Ken Springs seconded the motion, and the motion passed with Gregg Humphrey voting present.

MINUTES OF THE SUBDIVISION COMMITTEE MEETING

FILE NO. 2015-05

CENSUS TRACT # 36.01

NAME OF SUBDIVISION: Berns Subdivision – Preliminary Plan

JURISDICTION: City of Springfield

DATE OF MEETING: June 4, 2015

OWNER: Kevin L. Berns and Molly S. Berns

ENGINEER: Fuhrmann Engineering

DESCRIPTION: Pt. NW ¼, NW ¼, Sec. 13, T16N, R6W – East Side of Hickory Hills Drive, North of Hazlett Lane

7.132 Acres 3 Lots

MOTION TO RECOMMEND: Approve, Subject to;

BY: Brian Wright

2ND BY: Ken Springs

VOTE: The motion passed with Gregg Humphrey voting present.

Mike Curtis, Fuhrmann Engineering, presented the Preliminary Plan.

Gregg Humphrey, Springfield Metro Sanitary District, said the District objects to development without all utilities in place.

T.J. Heavisides, Office of Public Works, said a phone number for the owner shall be provided. He said development on Lot 1 should not adversely affect drainage. He said the access for Lot 1 should be coordinated with the County and recommended identifying the location of the access for Lot 1. He said lots shown but not within the proposed subdivision shall be shown in a lighter color. He said the width of Hickory Hills Drive shall be provided. He said the owner will need to construct sidewalks along the property line adjacent to Hickory Hills Drive if the property is annexed into the City of Springfield and after sidewalks have been constructed to the property line.

Paul O'Shea, Office of Planning & Economic Development, stated his approval for the sidewalk requirement.

Peter Jordet, Regional Planning Commission, said a note should be added stating the existing house will remain. He said the septic system for Lot 2 shall be identified. He said written approval of the location of the access by the governmental entity with road jurisdiction must be provided.

Brian Wright made a motion to approve the Preliminary Plan, subject to:

1. Note the house on Lot 2 will remain;
2. Identify the location of the septic system for Lot 2;
3. Provide property owner's phone number; and
4. Provide the width of Hickory Hills Drive.
5. Lots not within the Subdivision shall be shown in a lighter color.

Ken Springs seconded the motion, and the motion passed with Gregg Humphrey voting present.

**SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION
MINUTES OF THE SUBDIVISION COMMITTEE MEETING**

FILE NO. 2006-02

CENSUS TRACT # 10.03

NAME OF SUBDIVISION: Spring Crest Subdivision – 3rd Addition – Location & Sketch Map

JURISDICTION: City of Springfield

DATE OF MEETING: June 4, 2015

OWNER: Spring Crest Development, LLC
 ATTN: Steve Churchill

ENGINEER: **Vasconcelles Engineering**

DESCRIPTION: Pt. NE ¼, SE ¼, Sec. 36, T16N, R6W – West of Koke Mill Road &
 Cash River Road

34.091 Acres 21 Lots

MOTION TO RECOMMEND: Approve, Subject to;

BY: T.J. Heavisides

2ND BY: Lori Williams

VOTE: Unanimous

Steve Kuper, Vasconcelles Engineering, presented the Location & Sketch Map. He said all the utilities should be available to the site.

Joe Zeibert, Regional Planning Commission, said the Planning Commission Staff recommend approval of the Location & Sketch Map. He said all essential services are available to serve the site and the development is in accord with the 2020 Springfield Comprehensive Plan. He said the project area shall be outlined on the Location Map. Zeibert said Cash River road shall be identified as a collector street and Koke Mill Road shall be identified as an arterial.

Brad Bixby, CWLP Electric, said there is an existing easement on the far West edge of the 3rd Addition which will be used for electric to be extended to the project area.

Mike Johnson, CWLP Water, said CWLP has adequate capacity to serve the subdivision. He said a developer funded water main extension will be required per City code. Johnson asked if the Subdivision has been annexed to the city. Kuper said the Subdivision was previously annexed to the City.

Lori Williams, City Traffic Engineer, said drainage computations will need to be completed prior to the construction plans and Final Plat to identify that the access to Lot 26 will not impact the upstream drainage.

T.J. Heavisides made a motion to approve the Location & Sketch Map, subject to;

1. Outline the project area on the Location Map;
2. Identify Cash River Road as a collector street; and
3. Identify Koke Mill Road as an arterial street.

Lori Williams seconded the motion, and the vote to approve was unanimous.

**SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION
MINUTES OF THE SUBDIVISION COMMITTEE MEETING**

FILE NO. 2006-02

CENSUS TRACT # 10.03

NAME OF SUBDIVISION: Spring Crest Subdivision – 3rd Addition – Preliminary Plan

JURISDICTION: City of Springfield

DATE OF MEETING: June 4, 2015

OWNER: Spring Crest Development, LLC
 ATTN: Steve Churchill

ENGINEER:

DESCRIPTION: Pt. NE ¼, SE ¼, Sec. 36, T16N, R6W – West of Koke Mill Road &
 Cash River Road

34.091 Acres 21 Lots

MOTION TO RECOMMEND: Approve, Subject to;

BY: T.J. Heavisides

2ND BY: Lori Williams

VOTE: Unanimous

Steve Kuper, Vasconcelles Engineering, presented the Preliminary Plan.

Joe Zeibert, Regional Planning Commission, said the fire hydrants shall be clearly shown. He said in the staging show Phases 1 and 2 as completed. He said in the staging include Lot 1000 with Phase 2, and Lots 1001 and 1002 with Phase 3. Zeibert said the purpose of the lines on the border of Lots 17 and 18 shall be clarified. Kuper said those lines represent an easement. Zeibert said the size of pipes between Lots 1000 and 1001 shall be identified.

Gregg Humphrey, Springfield Metro Sanitary District, said the sanitary sewer serving the property west of the subdivision shall be shown at 15". He clarified the run he was referencing was down a stub street to the west.

Mike Johnson, CWLP Water, said the existing water main stops at the west edge of Lot 2 and line types shall reflect this.

T.J. Heavisides, Office of Public Works, stated he only had preliminary comments for the construction plans. He said it should be ensured that all lots have adequate rear yard drainage. He said an overflow path shall be identified for storms up to a 100 year event which may exceed the storm sewer capacity. He said drainage computations will need to be completed prior to construction plans and the Final Plat. Heavisides asked if the drainage structure would be installed during the subdivision. Kuper said they believe it will, but he needs verification from the developers. Heavisides said it will need to be identified on the Final Plat that the drainage structure is not to be modified in the drainage easement. He said they will need to identify if the easement will be sufficient throughout the subdivision. Heavisides said provisions will need to be taken at the end of the stub street to ensure drainage functions as intended. He recommended using barrier curb and gutter at the end of the stub streets. He said they shall ensure erosion

measures are adequate for all storm sewers releasing directly into the drainage way.

Jeph Bassett, Springfield Fire Department, said the symbol for proposed fire hydrants shall be added to the legend.

T.J. Heavisides made a motion approve, subject to;

1. Fire hydrants being clearly shown;
2. Phases 1 and 2 being shown as complete in the staging;
3. In Staging, include Lot 1000 with Phase 2, and Lots 1001 and 1002 with Phase 3;
4. Clarify the purpose of the lines on the border of Lots 17 and 18;
5. Identify the size of pipes between Lots 1000 and 1001;
6. Show the existing water main stopping at the edge of Lot 9;
7. Include the symbol for proposed fire hydrants in the legend; and
8. Sanitary sewer serving the property west of the subdivision shown as 15".

Lori Williams seconded the motion, and the vote to approve was unanimous.

**SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION
MINUTES OF THE SUBDIVISION COMMITTEE MEETING**

FILE NO. 2004-02

CENSUS TRACT # 36.03

NAME OF SUBDIVISION: Centennial Park Place – 5th Addition – Final Plat

JURISDICTION: City of Springfield

DATE OF MEETING: June 4, 2015

OWNER: Centennial Park Subdivision, LLC
Attn: Tom Giacomini

ENGINEER: Martin Engineering

DESCRIPTION: Pt. NW ¼, Sec. 10, T15N, R6W – West of Lenhart Road, South of
Hedley Road

6.897 Acres 23 Lots

MOTION TO RECOMMEND: Approve, Subject to;

BY: Lori Williams

2ND BY: T.J. Heavisides

VOTE: Unanimous

Steve Walker, Martin Engineering, presented the Final Plat.

Joe Zeibert, Regional Planning Commission, said covenants will need to be provided.

Lori Williams, City Traffic Engineer, said the point of beginning in the Northwest corner should reference Lot 300, not Lot 30. She said the owner's written acknowledgement of the right-of-way conveyance in fee simple shall be provided. She said on the owner's certificate change "dedicated" to "conveys". She said the plat shall be signed and sealed. Williams said security shall be provided for the incomplete improvements.

Lori Williams made a motion to approve the Final Plat, subject to;

1. Covenants;
2. Point of beginning in the Northwest corner being changed to Lot 300;
3. The owner's written acknowledgement of the right-of-way conveyance in fee simple;
4. On the owner's certificate, change "dedicated" to "conveys";
5. Security being provided for incomplete improvements; and
6. Plat is signed and sealed.

T.J. Heavisides seconded the motion, and the vote to approve was unanimous.

**SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION
MINUTES OF THE SUBDIVISION COMMITTEE MEETING**

FILE NO. 90-22

CENSUS TRACT # 30

NAME OF SUBDIVISION:	Slumberland – Resubdivision of Lot 26 Prairie Crossing – Lot Arrangement – Plat 2 – Final Plat
JURISDICTION:	City of Springfield
DATE OF MEETING:	June 4, 2015
OWNER:	Larson Enterprises ATTN: Jennifer Kloek
ENGINEER:	Crawford, Murphy & Tilly, Inc.
DESCRIPTION:	Pt. NW ¼, Sec. 19, T15N, R5W – South of Chuckwagon Drive and West of Schooner Drive
	7.60 Acres 5 Lots
MOTION TO RECOMMEND:	Approve, Subject to;
BY:	T.J. Heavisides
2ND BY:	Lori Williams
VOTE:	Unanimous

Steve Schroll, Crawford, Murphy, & Tilly Inc., presented the Final Plat.
Joe Zeibert, Regional Planning Commission, said the square footage of each lot shall be shown. He said an access easement document must be recorded with the plat.
T.J. Heavisides made a motion to approve the Final Plat, subject to;

1. Identifying the square footage of each lot on the plat.

Lori Williams seconded the motion, and the vote to approve was unanimous.